

## MONITORING INSTRUMENT ITEM REPORT

**Sample Unified - 00000000000000**

**School Improvement Grant 2013–14**

### I. TURNAROUND MODEL

#### **I-SIG 01: Principal Replacement**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

#### Comments by SEA

Compliance Indicators I-SIG 01 Replace the principal and grant the principal sufficient operational flexibility (including in staffing, calendars/time, and budgeting) to implement fully a comprehensive approach in order to substantially improve student achievement outcomes and increase high school graduation rates.

Associated Documents Principal Job Description & Resume (Turnaround)  
Principal Operational Flexibility (Turnaround)  
Principal Replacement Evidence (Turnaround)  
Principal Replacement Timeline (Turnaround)

#### Required and Suggested Documents

Legal References [SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### I. TURNAROUND MODEL

#### **I-SIG 02: Staff Replacement**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

#### Comments by SEA

Compliance Indicators I-SIG 02 Using locally adopted competencies to measure the effectiveness of staff who can work within the turnaround environment to meet the needs of students: (A) screen all existing staff and rehire no more than 50 percent and (B) select new staff.

Associated Documents Current Staff List (Turnaround)  
Staff Replacement Competencies & Process (Turnaround)

#### Required and Suggested Documents

Legal References [SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### I. TURNAROUND MODEL

#### **I-SIG 03: Recruit, Place, and Retain**

Updated 08/19/2013 by Administrator Administrator

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SEA Status	In Progress
Comments by SEA	
Compliance Indicators	I-SIG 03 Implement such strategies as financial incentives, increased opportunities for promotion and career growth, and more flexible work conditions that are designed to (A) recruit, (B) place, and (C) retain staff with the skills necessary to meet the needs of the students in the turnaround school.
Associated Documents	Evidence of Recruit, Place, & Retain (Turnaround) Staff Communication of Recruit, Place, & Retain (Turnaround)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### I. TURNAROUND MODEL

#### **I-SIG 04: Professional Development**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	I-SIG 04 Provide staff ongoing, high-quality job-embedded professional development that is aligned with the school's comprehensive instructional program and designed with school staff to ensure that they are equipped to facilitate effective teaching and learning and have the capacity to successfully implement school reform strategies.
Associated Documents	Determination of PD Needs (Turnaround) Documentation of PD Activities (Turnaround) PD Staff Involvement (Turnaround)
Required and Suggested Documents	PD Resources & Materials (Turnaround)
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### I. TURNAROUND MODEL

#### **I-SIG 05: Governance Structure**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	I-SIG 05 Adopt a new governance structure which may include, but is not limited to, requiring the school to report to a new turnaround office in the LEA or hiring a turnaround leader who reports directly to the superintendent or chief academic officer.
Associated Documents	Description of Governance Structure (Turnaround)
Required and Suggested Documents	

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Legal References

[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### I. TURNAROUND MODEL

#### **I-SIG 06: Instructional Program**

Updated 08/19/2013 by Administrator Administrator

SEA Status

In Progress

Comments by SEA

Compliance Indicators

I-SIG 06 Use data to identify and implement an instructional program that is research-based and vertically aligned from one grade to the next as well as aligned with state academic standards.

Associated Documents

Evidence of Analysis (Turnaround)  
Examples of Data (Turnaround)

Required and Suggested Documents

Careful Review (Turnaround)  
Criteria & Evaluation Process (Turnaround)  
Observations Data (Turnaround)

Legal References

[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### I. TURNAROUND MODEL

#### **I-SIG 07: Use of Student Data**

Updated 08/19/2013 by Administrator Administrator

SEA Status

In Progress

Comments by SEA

Compliance Indicators

I-SIG 07 Promote the continuous use of student data (such as from formative, interim, and summative assessments) to inform and differentiate instruction in order to meet the academic needs of individual students.

Associated Documents

Evidence of Data Analysis (Turnaround)  
Evidence of Decision Making Around Data (Turnaround)  
Sample Student Data (Turnaround)

Required and Suggested Documents

Legal References

[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

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### I. TURNAROUND MODEL

#### **I-SIG 08: Increased Learning Time**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	I-SIG 08 Establish schedules and implement strategies that provide increased learning time in: (A) core, (B) enrichment, and (C) teacher collaboration.
Associated Documents	Evidence of Student ILT (Turnaround) Evidence of Teacher ILT (Turnaround) Examples of Student ILT (Turnaround) Examples of Teacher ILT (Turnaround)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### I. TURNAROUND MODEL

#### **I-SIG 09: Social-Emotional and Community**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	I-SIG 09 Provide appropriate social-emotional and community-oriented services and supports for students
Associated Documents	Communications with Parents (Turnaround) Evidence of Services to Students (Turnaround)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### II. TRANSFORMATION MODEL

#### **II-SIG 10: Principal Replacement**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	

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Compliance Indicators	II-SIG 10 Replace the principal who led the school prior to commencement of the Transformation model.
Associated Documents	Principal Job Description & Resume (Transformation) Principal Replacement Evidence (Transformation) Principal Replacement Timeline (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

#### II. TRANSFORMATION MODEL

### **II-SIG 11: Principal and Teacher Evaluation**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 11 Use rigorous, transparent, and equitable evaluation systems for teachers and principals that: (A) take into account data on student growth as a significant factor, as well as other factors such as multiple observation-based assessments of performance and ongoing collections of professional practice reflective of student achievement and increased high school graduation rates, and (B) are designed and developed with teacher and principal involvement.
Associated Documents	Communication of Evaluation System Criteria (Transformation) Evaluation System Products (Transformation) Evidence of Evaluation System Development (Transformation) Evidence of Other Evaluation Factors (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

#### II. TRANSFORMATION MODEL

### **II-SIG 12: Identify, Reward, and Replace**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 12 (A) Identify and reward school leaders, teachers, and other staff who, in implementing this model, have increased student achievement and high school graduation rates; and (B) identify and remove those who, after ample opportunities have been provided for them to improve their professional practice, have not done so.
Associated Documents	Documentation of Remediation & Removal (Transformation) Documentation of Staff Rewards (Transformation) Remediation System Evidence (Transformation) Reward System Evidence (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

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### II. TRANSFORMATION MODEL

#### **II-SIG 13: Recruit, Place, and Retain**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 13 Implement such strategies as financial incentives, increased opportunities for promotion and career growth, and more flexible work conditions that are designed to (A) recruit, (B) place, and (C) retain staff with the skills necessary to meet the needs of the students in the transformation school.
Associated Documents	Evidence of Recruit, Place, & Retain (Transformation) Staff Communication of Recruit, Place, & Retain (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### II. TRANSFORMATION MODEL

#### **II-SIG 14: Professional Development**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 14 Provide staff ongoing, high-quality job-embedded professional development that is aligned with the school's comprehensive instructional program and designed with school staff to ensure that they are equipped to facilitate effective teaching and learning and have the capacity to successfully implement school reform strategies.
Associated Documents	Determination of PD Needs (Transformation) Documentation of PD Activities (Transformation) PD Staff Involvement (Transformation)
Required and Suggested Documents	PD Resources & Materials (Transformation)
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

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### II. TRANSFORMATION MODEL

#### **II-SIG 15: Operational Flexibility**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 15 Give the school sufficient operational flexibility (such as staffing, calendars/time, and budgeting) to implement fully a comprehensive approach to substantially improve student achievement outcomes and increase high school graduation rates.
Associated Documents	Examples of Operational Flexibility (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### II. TRANSFORMATION MODEL

#### **II-SIG 16: Instructional Program**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 16 Use data to identify and implement an instructional program that is research-based and vertically aligned from one grade to the next as well as aligned with state academic standards.
Associated Documents	Evidence of Analysis (Transformation) Examples of Data (Transformation)
Required and Suggested Documents	Careful Review (Transformation) Criteria & Evaluation Process (Transformation) Observations Data (Transformation)
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### II. TRANSFORMATION MODEL

#### **II-SIG 17: Use of Student Data**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 17 Promote the continuous use of student data (such as from formative, interim, and summative assessments) to inform and differentiate instruction in order to meet the academic needs of individual students.

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Associated Documents	Evidence of Data Analysis (Transformation) Evidence of Decision Making Around Data (Transformation) Sample Student Data (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

#### II. TRANSFORMATION MODEL

### **II-SIG 18: Increased Learning Time**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 18 Establish schedules and implement strategies that provide increased learning time in: (A) core, (B) enrichment, and (C) teacher collaboration.
Associated Documents	Evidence of Student ILT (Transformation) Evidence of Teacher ILT (Transformation) Examples of Student ILT (Transformation) Examples of Teacher ILT (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

#### II. TRANSFORMATION MODEL

### **II-SIG 19: Family and Community Engagement**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-SIG 19 Provide ongoing mechanisms for family and community engagement.
Associated Documents	Evidence of Family and Community Engagement (Transformation)
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]



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### II. TRANSFORMATION MODEL

#### **II-SIG 20: Technical Assistance**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

#### Comments by SEA

Compliance Indicators	II-SIG 20 Ensure that the school receives ongoing, intensive TA and related support from the LEA or a designated external lead partner organization (such as a school turnaround organization or an education management organization [EMO]).
Associated Documents	Evidence of TA (Transformation) Monitoring Documents (Transformation)
Required and Suggested Documents	Approval Process & Criteria (Transformation) Provider Service Agreement (Transformation)
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### III. RESTART MODEL

#### **III-SIG 21: Selection of CSO, CMO, or EMO**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

#### Comments by SEA

Compliance Indicators	III-SIG 21 Create and conduct a locally-determined rigorous review process for the purposes of selecting a charter school operator (CSO), charter management organization (CMO), or an EMO.
Associated Documents	Criteria & Process for Selection CSO, CMO, or EMO Accountability Evidence of Consultation
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### III. RESTART MODEL

#### **III-SIG 22: Former Student Enrollment**

Updated 08/19/2013 by Administrator Administrator

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SEA Status	In Progress
Comments by SEA	
Compliance Indicators	III-SIG 22 A restart model school must enroll, within the grades it serves, any former student who wishes to attend the school.
Associated Documents	Enrollment Terms & Provisions Former Student Enrollment
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### III. RESTART MODEL

#### **III-SIG 23: California Charter Requirements**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	III-SIG 23 Fulfill all California requirements for converting to a charter school (if applicable).
Associated Documents	
Required and Suggested Documents	California Charter Requirements Chartering Authority MOU
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### IV. CLOSURE MODEL

#### **IV-SIG 24: School Closure**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	IV-SIG 24 The LEA closes the school and enrolls the students who attended that school in other nearby schools in the LEA that are higher achieving.
Associated Documents	Closure Communications to Parents Closure Decision Closure Timeline School Achievement Data

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Required and Suggested Documents	Reasonable Proximity
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### IV. CLOSURE MODEL

#### **IV-SIG 25: Family and Student Support**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	IV-SIG 25 The LEA supports families and students in their transition to the new school.
Associated Documents	Closure Communications to Parents Family and Student Support
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### V. FISCAL REQUIREMENTS

#### **V-SIG 26: Fiscal Management**

Updated 08/19/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	V-SIG 26 Use fiscal control and fund accountability procedures to ensure proper disbursement of, and accounting for, federal funds paid under the sub-grant, including proper accounting of time and attendance for SIG paid staff; the use of the federal funds to supplement, and not supplant, state and local funds, and maintenance of effort.
Associated Documents	Financial Activity Reports Fiscal Management LEAP Position Control Report SPSA
Required and Suggested Documents	
Legal References	[SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

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### V. FISCAL REQUIREMENTS

#### **V-SIG 27: Fiscal Accountability**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-SIG 27 Ensure that funds are spent as indicated in the sub-grant proposal and agree that funds will be used only in the school(s) identified in the LEA's AO-400 sub-grant award letter.

Associated Documents Contracted Services  
Financial Activity Reports  
Fiscal Accountability  
LEAP  
SIG Funded Employees  
SPSA

Required and Suggested Documents

Legal References [SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### V. FISCAL REQUIREMENTS

#### **V-SIG 28: Equipment**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-SIG 28 The LEA maintains an inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit that is purchased with SIG funds and has conducted a physical check of the inventory of equipment within the past two years and reconciled the result with inventory records. The record includes: type/description, model/name, serial number, funding source, acquisition date, cost, location, and current condition.

Associated Documents Documentation of Physical Check  
Inventory of SIG-funded Purchases

Required and Suggested Documents

Legal References [SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### V. FISCAL REQUIREMENTS

#### **V-SIG 29: Leadership Team Approval**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

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Comments by SEA

Compliance Indicators V-SIG 29. The School Site Council (SSC)/Leadership Team aligns the SIG components with the SPSA goals and activities and annually reviews, updates, and approves the plan including proposed expenditures. The plan elements include:

- ☐ An analysis of academic performance data to determine students' needs
- ☐ School goals to meet the identified academic needs of students
- ☐ Activities to reach school goals that improve the academic performance of students
- ☐ Expenditures of funds allocated to the school
- ☐ The means of annually evaluating the progress of programs toward accomplishing the goals

Associated Documents Evaluation of SPSA Activities  
Program Services  
SSC Allocation Approval

Required and Suggested Documents

Legal References [SIG authorized under section 1003(g) of Title I of ESEA of 1965, as amended (75 FR 66363 (October 28, 2010))]

### VI. OPTIONAL COMPONENTS

#### **VI-SIG 30: Optional Components**

Updated 08/19/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators For LEAs implementing selected components under other intervention models described in the final requirements. Optional components are implemented within the framework of the model and are in addition to, not instead of, the actions that are required as part of the selected model.

Associated Documents

Required and Suggested Documents Optional Component Evidence

Legal References